

How to Propose a Title II Project to The Central Idaho Resource Advisory Committee

STEP 1 - REVIEW FUNDING GUIDELINES

Prospective grantees should familiarize themselves with Central Idaho RAC (CIRAC) procedures and the side boards established for Title II projects by the Secure Rural Schools and Community Self-Determination Act (SRS Act):

[Central Idaho RAC Overview](#)

This gives a brief description of the CIRAC and how it recommends Title II funding for projects which benefit the resources on National Forests in Butte, Custer, and Lemhi Counties.

[CIRAC Questions & Answers](#)

Find answers to commonly asked questions about the RAC and Title II funds.

[RAC Project Analysis Flow Chart](#)

This document illustrates the process the CIRAC uses in discussing, deliberating and selecting projects to recommend to the Designated Federal Agent (Forest Supervisor) for Title II funding. The flow chart is annotated with references to the SRS Act.

[RAC Meetings Timeline 2010](#)

This document shows the scheduled meeting dates and deadlines for Project Preview and Project Proposal submittals for the 2010 project season..

All documents can be found on the Salmon-Challis National Forest website: www.fs.fed.us/r4/sc/

STEP 2 - SUBMIT A PROJECT PREVIEW

Fill out a [Project Preview Form](#) (the short form). *Send the form to kfuellenbach@fs.fed.us or to:*

Kent Fuellenbach – CIRAC Coordinator
Salmon-Challis National Forest
1206 South Challis Street, Salmon, ID 83467

Prospective grantees are encouraged to contact local Forest Service offices to obtain the needed information for a Project Preview. Telephone us at 208/756-5100.

Private individuals, organizations or other governmental agencies requesting Title II (RAC) funding for projects in which they will do some or all of the work and/or purchase project materials should contact the Ranger District the project would be located on or near. If approved, project grantees must have a [DUNS number](#) and work with the Forest Service grants and agreement or contracting programs. This is standard procedure for all work done with the federal government.

If you are a Forest permittee and you're asking for funding related to your permit, you MUST talk to Forest Service personnel about the project and its relation to the permit. The Forest Service must insure that all Federal regulations regarding grants and agreements, and contracting are met.

Proposals for Projects requiring grants and agreements or contracting should be entered as early as possible in the Funding Cycle.

STEP 3 - RAC REVIEW OF PROJECT PREVIEWS

Project Previews received by the RAC Coordinator (Kent Fuellenbach) one week before the next scheduled CIRAC meeting will be reviewed at that meeting. The RAC will check the Project Previews to ensure that the project meets the parameters of the Secure Rural Schools Act, particularly Title II. The RAC may request additional information from prospective grantees to determine project eligibility. Projects that do NOT meet the parameters will be rejected.

STEP 4 - SUBMIT PROJECT PROPOSAL

If your Project Preview is approved for further consideration fill out the [Project Proposal Form](#) (long form) using the instructions attached to the form. The long form requires detailed information about the project including project goals, timelines, project descriptions, project type, planning, cost estimates, and monitoring. If the project is approved this document becomes the project description required by the SRS Act.

Do NOT fill out Sec. 32 (Local Forest Service Ranger Review) or Section 33 (RAC Project Monitor) of the long form. These sections are for administrative use after the RAC has approved a project.

Prospective grantees are encouraged to contact local Forest Service offices to obtain the needed information for a Project Proposal form.

STEP 5 - RAC REVIEW OF PROJECT PROPOSAL

Project Proposals received by the RAC Coordinator one week before the next scheduled CIRAC meeting will be reviewed at that meeting. Proponents may give a brief presentation to the RAC. The RAC will analyze and compare the projects and will vote to approve projects to recommend to the Designated Federal Officer (DFO) – Forest Supervisor. Because of the volume of Project Proposals for each Fiscal Year it may take several meetings for the RAC to get through all the projects. If the project is approved by at least three members in each RAC category (nine affirmative votes) the project is recommended to the DFO.

STEP 6 - DFO REVIEW OF PROJECT PROPOSAL

The DFO reviews the project to ensure that the project complies with all applicable Federal laws and regulations and meets the requirements of the SRS Act. The DFO may approve or reject the project.

STEP 7 - FINAL APPROVAL & IMPLEMENTATION

If the project is approved the DFO and CIRAC chairman sign off on the project and it becomes a federal action to be implemented or overseen by the Forest Service.